

City of San Diego



Special Event Permit Application



Instructions: To apply for a Special Event Permit, please read the Special Event Permit Application Instructions and then complete this application. Submit your application, including required attachments, no later than sixty (60) days before your event.

Welcome!

San Diego is a city that celebrates special events. From major conventions and international sports events to community based festivals, parades and athletic activities, the City of San Diego is proud to host hundreds of events each year.

The following pages include the City of San Diego's Special Events Permit Application and accompanying instructions developed to guide you through the permit process.

After you complete the Permit Application please detach the pages from the booklet, paper clip and return the application to the City of San Diego. A representative from the City will contact you upon receipt of the application and thereafter will serve as your primary point of contact for the processing of your permit.

This person will distribute copies of your application to all City departments and agencies affected by your event. You will be contacted individually by these departments or agencies only if they have specific questions or concerns about your event. While many public agencies joined together to make this application process simple and complete, please be aware that in some cases you may have to contact federal, state or county agencies in addition to the City of San Diego.

*On behalf of the City of San Diego we thank you for contributing to the spirit and vitality of our City through the staging of your event. **Best wishes for a successful event!***

SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS

INTRODUCTION

A completed application may be filed as early as **two years** before the event, but **must be received no later than sixty (60) days** before the actual event date. The San Diego Municipal Code, Section 22.0207, provides the framework and guidance for the issuance of Special Event Permits within the City of San Diego. In general, any organized activity involving the use of, or having impact upon, public property, facilities, public parks, beaches, sidewalks or street areas requires a permit.

It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the communities surrounding the events. We hope that you find these instructions helpful in completing the Special Event Permit Application.

PROCEDURE

The permit application process begins when you submit a completed Special Event Permit Application. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. Upon receipt of your application the City assigns a liaison to help guide you through the permit process. Copies of the application are forwarded and reviewed by all affected departments and/or agencies. During the review process you will be notified if your event requires any additional information, permits, licenses or certificates. During our initial application screening process you will be allowed time to provide us with all pending documents. We must receive these items before issuing a Special Event Permit. (i.e.: certificate of insurance, secondary permits, etc.). Delays in providing these items often delay our ability to finish our review and approve your application in a timely manner. In some cases, Special Event Permits are issued only a few days in advance of the event date.

INTERNET/WORLD WIDE WEB

The City of San Diego provides a calendar of upcoming special events on the Internet. When we issue Special Event Permits we may post the name, date, time, location, contact person and media referral information pertaining to your event on the calendar of events in the San Diego Home Page on the Internet. The City of San Diego Home Page can be accessed on the Internet at <http://www.sannet.gov>.

PARK AND/OR BEACH EVENTS

If your event is to be held on a City beach or at a City park, it is your responsibility to contact the appropriate division in the Park & Recreation Department in order to coordinate scheduling of the event. (Note: Special rules, regulations and restrictions may apply.) Most park areas cannot be reserved for the exclusive use of one group, and access to the area by the general public must be available at all times. In other words, areas cannot be roped off or otherwise secured. Also, if you are holding your event on the beach, Lifeguard staff will not act to protect or secure your event from uninvited guests.

At present, Park & Recreation is not permitting certain Special Events on the beaches or at the parks on *holidays* or on *summer weekends* because of already overcrowded conditions at these times. In general, new events are discouraged at these sites from *Memorial Day to Labor Day*.

EVENT INFORMATION

TYPE OF EVENT

If your proposed event is not listed in this section, please check “OTHER” and attach a written description of the event.

SETUP/ASSEMBLY/CONSTRUCTION

Some events may require more than one day to set up or the construction plan may be too complex to describe on the application. In these cases, attach a detailed plan with a time line listing various times and locations where streets or public property will be impacted and when dismantling will be completed.



Photo: David Harrison

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

CHIEF OFFICER OF ORGANIZATION

This is the person who has overall authority of the sponsoring organization.

APPLICANT

This may be the Chief Officer or a member of the sponsoring organization who has been authorized by the Chief Officer to apply for the permit to plan the event. This person must be available to work closely with the City’s event planning staff throughout the permitting process.

PROFESSIONAL EVENT ORGANIZER

The Chief Officer may contract with a professional event organizer to represent the sponsoring organization. This person may be authorized to plan the event and work with the city planners in implementing the plan. This person must be available to work closely with city planners throughout the planning process. A letter from the Chief Officer of the organization authorizing the applicant or professional event organizer to apply for this Special Event Permit on their behalf is required and must be attached as a cover letter to the submitted application.

CONTACT PERSON “ON SITE” DAY OF EVENT

A person representing the sponsoring organization must be immediately available, on the site, with authority over all elements of the event. This person will usually be the APPLICANT or the authorized PROFESSIONAL EVENT ORGANIZER. The CONTACT PERSON should provide the city a cellular phone number, pager number, or designate some other way to contact them during the event.

EVENT INFORMATION

Type of Event:

☐ RUN

☐ WALK

☐ BIKE TOUR

☐ BIKE RACE

☐ PARADE

☐ STREET FAIR

☐ TRIATHLON

☐ BIATHLON

☐ OTHER (specify): _____

EVENT TITLE: _____

EVENT DATE(S): _____

MONTH - DATE(S) - YEAR

TOTAL ANTICIPATED ATTENDANCE: _____

(_____ Participants)

(_____ Spectators)

LOCATION/STAGING AREA: _____

ACTUAL Event Hours: _____ AM/PM - _____ AM/PM

SETUP/ASSEMBLY/CONSTRUCTION Date: _____ Start Time: _____ AM/PM

Please describe the scope of your setup/assembly work (specific details): _____

DISMANTLE Date: _____ Completion Time: _____ AM/PM

List any street(s) requiring closure as a result of this event. Include **street name(s)**, **day**, **date** and **time** of closing and time of reopening:

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

☐ Commercial (for profit)

☐ Noncommercial (nonprofit)

SPONSORING ORGANIZATION: _____

CHIEF OFFICER OF ORGANIZATION (NAME): _____

APPLICANT (NAME): _____ Business Phone: (_____) _____

ADDRESS: _____

CITY, STATE, ZIP CODE

Daytime Phone: (_____) _____ Evening Phone: (_____) _____ FAX #: (_____) _____

Please list any **professional event organizer** or **event service provider** hired by you that is authorized to work on your behalf to produce this event.

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE

Contact Person **"on site"** Day of Event: _____ Pager/Cellular #: _____

(Note: This person must be in attendance for the duration of the event and immediately available to City officials)

REQUIRED ➡ Attach a written communication from the Chief Officer of the organization which authorizes the applicant or professional event organizer to apply for this Special Event Permit on their behalf.

FEES / PROCEEDS / REPORTING

THIS SECTION APPLIES ONLY TO EVENTS THAT ARE CONDUCTED BY NON-PROFIT ORGANIZATIONS.

TAX EXEMPT, NON-PROFIT

This refers to an organization that has been recognized as tax exempt by the Internal Revenue Service at least six (6) months prior to application. Please attach a copy of the IRS 501 C tax exemption letter to your application.

ESTIMATED GROSS RECEIPTS

Applicants may attach a projected event budget in lieu of completing this section.

OVERALL EVENT DESCRIPTION / ROUTE MAP / SITE DIAGRAM / SANITATION

When planning a moving route, the Special Events Unit of the Police Department is available to assist you in planning your route. Consider the following in your planning:

- ▶ Impedance of emergency fire, police or paramedic vehicles.
- ▶ Conflict with public transportation such as buses, trolleys, and trains.
- ▶ Interference with people trying to reach hotels, the airport, their own residences, businesses, places of worship and public facilities.

If your event involves street closures, you will be required to obtain traffic safety equipment. Depending on the type of event, you may need barricades, traffic cones, signs, etc. It is your responsibility to obtain and properly place this equipment prior to commencing the event. A traffic planner from the Police Department will send you a list of required safety equipment before your event.

ALCOHOL

The sale or furnishing of alcoholic beverages by non-profit organizations will require an additional permit from the State Department of Alcoholic Beverage Control (ABC). The permittee must obtain and take a Letter of Authorization from the City to the ABC before they will issue an ABC Permit. (This requirement may not be applicable in all cases so please consult with your City permit liaison official).

In many areas of the city, the public consumption of alcohol is illegal. The Special Event Permit from the City will likely prohibit the consumption of alcohol in the event venue outside of a controlled beer garden.

SALES TAX

An applicant applying for a seller's permit to sell food or beverages should indicate San Diego as the origin of sales. This will ensure that the City receives its share of these taxes.

MOVING ROUTE / FIXED VENUE / LAY OUT MAPS

It is recommended that these maps be put on standard 8½ inch x 11 inch paper. If larger sized paper is necessary to accommodate the map or diagram, this is acceptable.

FEES / PROCEEDS / REPORTING

NO YES

- ☐ ☐ Is your organization a **"Tax Exempt, nonprofit"** organization? **If YES**, you must attach to this application a copy of your IRS 501 C tax exemption letter providing proof and certifying your current tax exempt, nonprofit status.

- ☐ ☐ Are admission, entry, vendor or participant fees required? **If YES**, please explain the purpose and provide amount(s):

\$ _____ Estimated Gross Receipts including ticket, product and sponsorship sales from this event? Please explain how this amount was computed:

\$ _____ Estimated Expenses for this event?

\$ _____ What is the projected amount of revenue that the Nonprofit Sponsoring Organization will receive as a result of this event?

OVERALL EVENT DESCRIPTION / ROUTE MAP / SITE DIAGRAM / SANITATION

Please provide a **DETAILED DESCRIPTION** of your event. Include details regarding any components of your event such as the use of vehicles, animals, rides or any other pertinent information about the event:

[illegible]

OVERALL EVENT DESCRIPTION (CONTINUED)

FOOD CONCESSIONS OR PREPARATION

Food Facilities: Guidelines are provided by the County of San Diego Department of Environmental Health. These should enable you to plan food handling, preparation and distribution in the most responsible and legal manner.

Health permits may be required by the County of San Diego if food or beverages are sold or given away during special events. Be sure to include your organization's IRS 501-C identification number in order to receive a "non-profit" classification number by the County Department of Environmental Health. Different permits, policies and procedures depend on your classification and the number of days in your event.

TOILET FACILITIES, SANITATION AND RECYCLING

The San Diego County Department of Health Services recommends one (1) chemical toilet for every 250 people, or portion thereof. This figure is based upon the maximum number at your event during peak time. The total number of toilets will be determined on a case-by-case basis.

You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. If you, as an event organizer, set a standard of leaving it better than you found it, you can have a highly beneficial impact on the San Diego community. Should you fail to perform adequate clean-up or damage occurs to City property and facilities, you will be billed at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in denial of future approval for a Special Event Permit or the requirement of a cash deposit or surety bond for future events. [Authorized placement locations for portable toilets and trash receptacles will be determined by the City for each event].

State law requires San Diego to recycle 50% of the waste we generate by the year 2000. To reach these goals, everyone must participate. Recyclables generated at your event (i.e., aluminum cans, glass, cardboard, etc.) need to be recycled. Several organizations provide collection of recyclables at special events. For more information or assistance, please contact the City's Environmental Services Recycling Hotline at (619) 492-5010.

CONCESSIONS

The Special Events Ordinance can allow you exclusive control and regulation of any concessionaires to be present in conjunction with your event if it takes place on City streets or in City facilities. You will want to provide a plan for regulation and controlling such concessionaires. Park and beach regulations may vary so contact the appropriate Division of Parks & Recreation for specific information.

FIRE DEPARTMENT REQUIREMENTS

The Fire Department must review and approve the following: your plans for first aid and/or emergency medical services; your route for emergency vehicle access; parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, air-supported structures, canopies or any fabric shelters. The Fire Department may require an inspection at your cost before and/or during the event. For more information or assistance, please contact the City's Fire Prevention Division at (619) 533-4400.

BUILDING PERMITS

Review by the Development Services Department may be required before your event. You will be notified if your event requires a review depending on the components of your event.

OVERALL EVENT DESCRIPTION (CONTINUED)

NO YES

- ☐ ☐ Does the event involve the **sale** or **use** of alcoholic beverages?
- ☐ ☐ Will items or services be sold at the event? **If YES**, please describe: _____
- ☐ ☐ Does this event involve a **moving route** of any kind along streets, sidewalks or highways? **If YES**, attach a detailed map of your proposed route, indicate the direction of travel, and provide a written narrative to explain your route.
- ☐ ☐ Does this event involve a **fixed venue** site? **If YES**, attach a detailed site map showing all streets impacted by the event.

In addition, to the route map required above, please attach a diagram showing the **overall lay-out** and **set-up locations** for the following items :

- Alcoholic and Nonalcoholic Concession and/or Beer Garden Areas.
- Food Concession and/or Food Preparation Area(s).

Please describe how food will be served at the event: _____

If you intend to cook food in the event area please specify method:

____ GAS ____ ELECTRIC ____ CHARCOAL ____ OTHER: (Specify): _____

- Portable and/or Permanent Toilet Facilities.

✚ Number of Portable Toilets: _____ **REQUIRED** ➡ [One (1) for every 250 people or portion thereof]

✚ Number of ADA Accessible Toilets: _____ **REQUIRED** ➡ [10% of total portable toilets]

✚[NOTE]: Unless applicant can substantiate the availability of both accessible and nonaccessible facilities in the immediate area of the event site available to the public during the event. City will determine the total number of toilets on a case-by-case basis.

- First Aid Facilities and Ambulance Locations.
- Tables and Chairs.
- Fencing, Barriers and/or Barricades.
- Generator Locations and/or Source of Electricity.
- Canopies or Tent Locations.
- Booths, Exhibits, Displays or Enclosures.
- Scaffolding, Bleachers, Platforms, Stages, Grandstands or Related Structures.
- Vehicles and/or Trailers.
- Other Related Event Components Not Covered Above.
- Trash Containers and Dumpsters.

[NOTE]: You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. The City does not provide street sweeping services for special events.

Number of Trash Cans: _____ Trash Containers w/lids: _____

Dumpsters w/lids: _____ **REQUIRED** ➡ [One (1) for every increment of 400 people]

Recycling Containers: _____ [We appreciate your efforts and encourage recycling at your event]

Describe your plan for clean-up and removal of waste and garbage during and after the event: _____

CROWD CONTROL AND INTERNAL SECURITY

Event Organizers are required to provide a safe and secure environment for their event. This is accomplished through sound preplanning by anticipating potential problems and concerns. The size, type, time of day, and location of the event, as well as the overall activities, are all areas that need to be analyzed in depth. Events having the potential to draw a large crowd, such as street fairs or concerts, are of particular concern. Most events require the services of a professional licensed security company. A representative of this company, commonly known as a security consultant, will work closely with you to review and analyze your proposed event. The security consultant will determine points of concern and anticipate potential problems. The consultant will make recommendations to rectify the concerns and/or problems, and when appropriate, recommend the number of private security guards needed. The Police Department may require a minimum number of licensed private security guards and police officers to adequately staff the event.

ACCESSIBILITY PLAN

“Accessible” describes a site, building, facility or portion thereof that can be approached, entered, and used by persons with disabilities.

It is the applicant’s responsibility to comply with all City, County, State and Federal Disability Access Requirements applicable to the event.

All indoor and outdoor sites for special events must be accessible to persons with disabilities. If a portion of the area is inaccessible, an alternate area must be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered *only* to patrons with disabilities.

Disabled access may include parking, restrooms, telephones, clear paths of travel, transportation, accessible vendors and booths. If all areas are not accessible a map or program must be provided to attendees indicating the accessible restrooms, parking, phones, drinking fountains, etc.



SAFETY / SECURITY / ACCESSIBILITY

Please describe your procedures for both **Crowd Control** and **Internal Security**: _____

Please describe your **Accessibility Plan** for access at your event by individuals with disabilities: _____

REQUIRED ➡ It is the applicant's responsibility to comply with all City, County, State and Federal Disability Access Requirements applicable to this event.

NO YES

☐ ☐ Have you hired any **Professional Security** organization to handle security arrangements for this event? **If YES**, please list:

Security Organization: _____

Security Organization Address: _____

CITY, STATE, ZIP CODE

Security Director (Name): _____ Business Phone: _____

☐ ☐ Is this a **night** event? **If YES**, Please state how the event and surrounding area will be illuminated to ensure safety of the participants and spectators:

Please indicate what arrangements you have made for providing **First Aid Staffing** and **Equipment**?

_____ Ambulance(s) ➡ How provided? _____ PUC License # _____

_____ Doctors ➡ Names & Specialities: _____

_____ Nurses ➡ Names & Specialities: _____

_____ Paramedics ➡ How provided? _____

_____ Emergency Medical Technicians ➡ How provided? _____

PARKING PLAN / SHUTTLE PLAN / MITIGATION OF IMPACT

If an event involves closing a street for three (3) hours or more, the organizer will be required to provide temporary disabled parking outside the closed venue area. One space will be required for each block closed *plus* an additional space must be provided for each permanent disabled parking space displaced. For specific disabled parking requirements contact the Police Department Special Events Unit.

In some situations when sufficient parking is not available, the event organizer may be required to provide a shuttle plan.

You are required to include mitigation measures for negative consequences imposed on others by your event. We require that notices be sent or hand delivered two weeks before each special event to businesses, residences, churches, etc. It would be helpful for you to get signatures in support of your event from those affected which will help show cooperation for the continuation of such events. Mitigation may include a notice in local community newsletters, flyers in business windows, local press releases including radio and television. Notices must reflect the date(s), day(s), time(s), location(s) and types of activities taking place during your event. The notice must give detour or alternate route information if normal access is affected or if transportation systems are impacted. Please attach a draft sample of the notice and a proposed list of recipients with your application.

Provide copies of notices that have been approved by San Diego Transit, San Diego Trolley, and others as appropriate. If your event impacts City lessees such as Mission Bay Park lessees, provide a signed letter of acknowledgment from all affected lessees.

You may be required by the SDPD Traffic Division to provide advisory signs (placed a minimum of two weeks prior to the event) if your event impacts a major use roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure.

ENTERTAINMENT / ATTRACTIONS / RELATED EVENT ACTIVITIES

Event organizers must be certain that all event activities comply with the local laws applicable to noise abatement. Please be aware that loud and unreasonable noise (including music) is a violation of State Law. A police officer who determines that noise from your event is offensive to others may require you to stop the noise. Also, the police may order musical entertainment to end if it incites a crowd to become unruly and risks injury.

Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are regulated by local ordinance. The number and location for these items will be determined by the City. In certain areas and under certain conditions these items are prohibited. Please contact our office for specific applications.



PARKING PLAN / SHUTTLE PLAN / MITIGATION OF IMPACT

NOTE: Parking, traffic congestion and environmental pollution are all factors for concern with events. Please consider and encourage the use of car pools, public transportation, and alternate modes of non-polluting transportation when planning your event.

Please provide a detailed description of your **PARKING** and **SHUTTLE** plans:

Please describe your plan for **DISABLED PARKING**: _____

Please describe your plans to notify all residents, businesses and churches impacted by the event: _____

ENTERTAINMENT / ATTRACTIONS / RELATED EVENT ACTIVITIES

NO **YES**

☐ ☐ Are there any **musical entertainment** features related to your event? **If YES**, please state the number of stages, number of bands and type of music.

Number of Stages: _____ Number of Bands: _____

Type of Music: _____

☐ ☐ Will **sound amplification** be used? **If YES**, please indicate: Start Time: _____AM/PM – Finish Time: _____AM/PM

☐ ☐ Will **sound checks** be conducted prior to the event? **If YES**, Start Time: _____AM/PM – Finish Time: _____AM/PM

Please describe the sound equipment that will be used for your event: _____

☐ ☐ Any Inflatable, Hot Air Balloons or similar devices? **If YES**, please describe: _____

☐ ☐ Fireworks, rockets, or other pyrotechnics? **If YES**, please describe: _____

☐ ☐ Any Signs, Banners, Decorations, Special lighting? **If YES**, please describe: _____

PROMOTION / ADVERTISING / MARKETING / INTERNET INFORMATION

Please assure approval of your event before you promote, market or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially screened by your City liaison. Acceptance of your Special Event Application by the City is *not* a guarantee of the date, location or an automatic approval of your event. The event organizer must complete the application requirements entirely before the City will issue a Special Event Permit.



Photo: James Blank

INSURANCE REQUIREMENTS

Please note: insurance requirements depend upon the risk level of the event. If your event will include alcohol, Liquor Liability coverage must be included on your certificate of insurance.

Before final permit approval, you will need commercial general liability insurance that names as additional insured **“the City of San Diego, its officers, employees, and agents”** and **any other public entities (i.e., County, Port District, Caltrans, Santa Fe Railway, etc.)** impacted by this event. Insurance coverage must be maintained for the duration of the event. To determine the necessary amount of coverage required, please contact **Risk Management at (619) 236-6670**.

AFFIDAVIT OF APPLICANT

The applicant and, if applicable, the professional organizer, must complete, sign and date the application before returning it to the San Diego Police Department, Special Events Coordinator at 9265 Aero Drive, San Diego, California, 92123. Please be certain to include all required attachments before submitting your Special Event Permit Application.

In some cases, a Special Event Permit may result in a taxable possessory interest and you may be subject to the payment of property taxes. A possessory interest is the taxable value for the private use of public property. You may contact the San Diego County Assessor's Office at (619) 531-5761 for additional information.

Special Thanks to the San Diego Convention & Visitors' Bureau.

This information is available in alternative formats upon request.

PROMOTION / ADVERTISING / MARKETING / INTERNET INFORMATION

NO YES

☐ ☐ Will this event be promoted, advertised or marketed in any manner? **If YES**, please describe: _____

☐ ☐ Will there be any live media coverage during your event? **If YES**, please explain: _____

☐ ☐ Applicant acknowledges and agrees to allow the City to publish the Contact Person and media referral telephone numbers on the Internet in conjunction with the Calendar of Upcoming Events in the City of San Diego. If you have a home page and want us to link with our calendar please provide your Internet address for your home page _____.

Refer all event public inquiries and/or media inquiries for this event to:

NAME: _____ Phone: _____

INSURANCE REQUIREMENTS

REQUIRED ➔ Insurance for your event will be required before final permit approval.

Name of Insurance Agency: _____ Agent's Name: _____

Business Phone: _____ Policy Number: _____ Policy Type: _____

Address: _____ City: _____ State: _____ Zip: _____

For final permit approval, you will need commercial general liability insurance that names **"the City of San Diego, its officers, employees and agents"** as an additional insured and any other public entities impacted by this event (i.e. Santa Fe Railway, the County of San Diego, the San Diego Unified Port District, CALTRANS, etc.). Insurance coverage must be maintained for the duration of the event. To determine the amount of insurance coverage necessary, please contact Risk Management at (619) 236-5939-Fax (619) 236-6106. [NOTE: Insurance requirements depend upon the risk level of the event.]

The City and other impacted Agencies **must be named as an "additional insured."** Please obtain the required insurance and mail an original insurance certificate to: CITY OF SAN DIEGO, RISK MANAGEMENT LIABILITY SECTION, 1200 Third AVENUE, SUITE #1000, SAN DIEGO, CA, 92101

AFFIDAVIT OF APPLICANT

ADVANCED CANCELLATION NOTICE REQUIRED: If this event is canceled, notify the San Diego Police Department, Special Events Coordinator at (619) 495-7844. Otherwise, City personnel and equipment may be needlessly dispatched and approvals of your future permit applications may be jeopardized.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the San Diego Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to abide by these rules, and further certify that I, on behalf of the organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the Event to the City of San Diego.

Name of Applicant (PRINT): _____ Title: _____

SIGNATURE OF APPLICANT/SPONSORING ORGANIZATION

Date:

SIGNATURE OF PROFESSIONAL EVENT ORGANIZER